

E-NOTES

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Did you know that you can now view the latest e-Notes edition from the Hickam AFB public website? (www2.hickam.af.mil)

Did you also know that our public website has the latest mission priorities posted from the DoD-level down to our Wing-level?

E-notes will be sent weekly on Wednesdays. Notices should be submitted to 15wg.pa@hickam.af.mil by 8 a.m. on Wednesdays in the body of an email. **Please do not submit attachments.**

E-note submissions sent without digital signatures will be deleted. To automatically add a digital signature to your email on your Microsoft Outlook click on "Tools" then "Trust Center" then "E-mail Security" then check the box that says "Add digital signature to outgoing messages." On the subject line of your email put "eNote submission." Thank you. - 15WG/PA

ANNOUNCEMENTS:

HOT! The Hickam Base Legal Office will be closed for Legal Assistance services on Wednesday, 22 Sept. We will be reopening on Thursday 23 Sept. (29 SEP)

HOT! FISHER HOUSE - Annual Founder's Day Open House and Blood Drive 24 Sept., 1000 - 1400 hrs. This event will be held on the grounds of Fisher House I & II located at 317 Krukowski Rd on Tripler. This is a great opportunity to get more information on the Fisher House and what their mission is, who they serve, and tour their facilities. The event is open to the public. There will also be a Blood Drive held during the event and "Locks of Love" will have hairstylists on-hand to cut hair for anyone who would like to donate a 10" ponytail. A parking area will be marked and guests will be shuttled to Fisher House. For more information, contact Ms. Theresa Johnson, Fisher House Manager, at 808-433-1291 ext 28; 808-561-7423 cell; 808-433-3619 fax. (29 SEP)

HOT! The Housing Management Office that prepares TLA and drayage documents will be closed on Sept. 24 from 0945 – 1330 due to mandatory attendance at Commander's Call and an official office function. We apologize for the inconvenience, if you have any questions please contact Dagmar Oato at 448-6887. (29 SEP)

HOT! The Hickam finance office will open at 1045 hours on 23 Sept. instead of normal operating time due to squadron picture taking. Please send any finance questions to 15cpts.fmf2@hickam.af.mil (29 SEP)

New! Volunteers needed for Joint POW/MIA Accounting Command (JPAC) missions to Cambodia, Laos & Vietnam. Below are the guidelines necessary to participate in this exceptional opportunity. All volunteers must be approved by their commander via signed memorandum to

proceed on a 45 day TDY, have a fitness score of 75 or greater, possess a tourist or official passport that does not expire within 6 months of mission completion, and be in the grade of E-5 through E-8.

****SrA can apply--CC must include statement in memo that attest to the selected airman's professionalism. This mission is unit funded, with possible reimbursement from FY11 fallout funds(TDY EST COST \$6000. For more information please visit:**

https://13af.ops.hickam.af.mil/sites/index.cfm?event=index&page_id=581&tab_id=782

The CC Approval Letter, Augmentee guidance and JPAC Location Listing are located under JPAC Deployment Opportunities. Volunteers with additional questions should contact TSgt McCray at 449-8869. (6 oct)

NEW! 15TH WING EXECUTIVE ASSISTANT TO THE COMMAND CHIEF TEMPORARY

POSITION OPENS: The wing is looking for a highly motivated E-5/E-6 to fill a wing executive assistant to the command chief position. This position will be from 18 October to 22 November 2010. Please submit your name through your Superintendent or Commander. Selected candidate will start 18 Oct to ensure effective turn-over. (6 Oct)

NEW! ARE YOUR PERSONNEL RECORDS ACCURATE? It is each individual's responsibility to ensure their personnel records are correct. For more info on how/where to review your EPR/OPR ratings, decorations, DOS, DOR, etc., go to the MPF SharePoint site

(<https://hickame.eim.pacaf.af.mil/647ABG/647FSS/DPM>) and look under Customer Service, Personnel Records. (6 OCT)

NEW! ID CARDS BY APPOINTMENT ONLY: As a reminder, the MPF operates on an "Appt Only" schedule for ID card issuance. To self-schedule an appointment, go to <https://mpf.hickam.af.mil> from any .mil/.gov computer. A limited number of walk-in "appointments" are available for work stoppage issues on a "first come-first serve" basis only. Appointment slots are available 14 days in advance and may be scheduled from any .mil/.gov computer. If you cannot access this site, contact the MPF Help Desk at 449-8624, Opt 1 to make an appointment. (6 OCT)

NEW! HAVE A QUESTION FOR THE MILITARY PERSONNEL FLIGHT? Before visiting the MPF, check out the MPF SharePoint site at <https://hickam.eim.pacaf.af.mil/647ABG/647FSS/DPM>. We have lots of useful info relating to assignments, reenlisting, etc. Not finding what you need? Send an e-mail to our org box (addresses are listed on our site) or call us at 449-8624. The AFPC website is another great source of info (<https://gum.afpc.randolph.af.mil>). Lastly, if you just need to drop something off, scan and e-mail it to us--it's fast and easy (and that way you maintain your copy and can easily resubmit if necessary!) (6 OCT)

NEW! FORMATION RUN/WARRIOR RUN: The next Formation Warrior Run is Oct. 8. Units must be in formation NLT 0700 with guidons, Honor Guard/National Anthem will begin at 0700. Form up on the grassy mall area between 15 WG HQ Bldg and Freedom Tower, 4 columns facing 9th St.; Main CDC and SAPs will open at 0630. (13 OCT)

NEW! GIFT CERTIFICATES If you purchased a Gift Certificate from any Services facility, we would like to remind you that they will expire on Sept. 30. If for any reason you are unable to use it prior to Sept. 30, please contact Mr. Tom Telizcan at 473-0362, and we will refund you the amount of your certificate purchase. (6 OCT)

NEW! The Hickam Wood Hobby Shop facility at 1029 Vickers Ave. has been closed permanently. The new wood shop facility is now located at the Arts and Crafts Center and will open soon! We appreciate your patience during this move and look forward to serving you in a new state-of-the-art facility. Please contact 448-9907 for additional information. (13 OCT)

The Hickam Recycling and Redemption Centers will be closing at 1430 on 1 Oct for an office function. The Redemption center will resume normal hours on Saturday 2 Oct from 0900-1500. We

apologize to our patrons for any inconvenience this may cause. Contact Tanisha Girley at 449-3174 with any questions. (6 OCT)

HICKAM COMMUNITIES: All Hickam Communities offices and the Hickam Communities Community Center at 210 Kokomalei Street will be closed on Friday, Oct. 8, for the annual employee appreciation picnic. For emergency and urgent matters, please call 423-1650. (13 OCT)

GPC REMINDER: During this time of the year we are faced with an additional cycle for transactions made 18 Sep to 1 Oct. This cycle is known as the 13th cycle and will close on/about 4 October. This cycle must be approved as soon as it closes (even if there were no transactions made). Note: The suspension policy includes all cycles including the 13th cycle. POC: 647cons.gpc@hickam.af.mil. (6 OCT)

FT KAM ROAD SINGLE LANE CLOSURE: From 13 September - 3 December, there will be excavation work on Ft Kamehameha Road for new underground electrical lines. Flagmen will direct traffic around construction zones. Please be cautious and heed to all construction signs. POC is Jaime Kelly, 448-2873. (8 DEC)

ENLISTED PROMOTEES: Do you plan on pinning on your new stripes on 1 October? Contact your First Sergeant for information about how to be included in the 30 September Hickam AFB monthly Promotion Ceremony. The deadline for promotee bio submissions is COB 23 September. Bios MUST be submitted through your First Sergeant. POC: MSgt James Smith (448-1446) (6 OCT)

Effective 1 Oct. Pool 2 lockers and showers availability during the Hickam Fitness and Sports Center renovations will change back to normal business hours, except on Warrior Fridays when the showers will be open from 0730-0930. Pool 2 hours of operation are: Mon-Tue closed, Wed-Fri 1300-1700, and Sat-Sun 1100-1700. Please call Pool 2 at 448-2223 for additional information. (6 OCT)

SERVICES GIFT CERTIFICATES - If you purchased a Gift Certificate from any Services facility, we would like to remind you that they will expire on 30 September 2010. If for any reason you are unable to use it prior to 30 September 2010, please contact Ms. Doris Dale at 449-4499, and we will Refund you the amount of your certificate purchase. (6 Oct)

MyCAA (Military Spouse Career Advancement Accounts)- Starting Oct 25, 2010, MyCAA will be available to spouses of active duty service members in pay grades E1-E5, W1-W2 and O1-O2 and limited to associate degrees, certification and licensures. For more info, please visit this link at www.militaryonesource.com or call 1-800-342-9647. (27 OCT)

CIVILIAN EMPLOYEE CONVERSION: All AF civilians (APF & NAF) who are converting to Navy employment under Joint Basing must have a new CAC created prior to 1 October. Appointment slots have been assigned and are available for review on the MPF SharePoint site (<https://hickam.eim.pacaf.af.mil/647ABG/647FSS/DPM>) under Customer Service, ID Cards, Civilian Joint Base CAC Conversion. Please ensure your supervisors, subordinates and coworkers are aware of their appointment times. Questions may be directed to Tina Smith, 449-8610. (6 OCT)

Civilian Personnel Management Course (CPMC): All first-level supervisors of civilian employees must take the on-line CPMC course. The courses are scheduled to begin on 2 Aug 10, 1 Sep 10, 1 Oct 10, and 1 Nov 10. Please register for the course at the AF Human Resources Management School Virtual Campus at <https://www.my.af.mil/afknprod/community/views/home.aspx?Filter=AF-ED-00-38> <<https://www.my.af.mil/afknprod/community/views/home.aspx?Filter=AF-ED-00-38>> and click on Civilian Personnel Management Course. This four-week on-line course is self-directed, with one hour guest speaker presentations each week. (3 NOV)

Effective 1 October, 2010, legal assistance will only be available at the Naval Legal Service Office Pacific (NLSO), Detachment Pearl Harbor. Legal assistance specifically concerning deployment-related matters will continue to be available at the Hickam Base Legal Office. However, all other powers of attorney, wills, and legal assistance appointments will be handled by the NLSO. Legal assistance will continue to be available at the NLSO to all active duty members, dependents, and retirees. Please contact Hickam Base Legal Office at 449-1737 with any questions. (6 OCT)

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NEW! YOUTH OCEAN ADVENTURE Fall Break Oct 4 - Oct 8! The best way to spend your fall break! For ages 5 and up, a 3-hour session daily. Enjoy ocean fun and learning as we sail, swim and play in nature's playground! Depending on weather and ocean conditions, some of the activities will include kayaking, reef walking, fishing and much more! \$80 per child. Ages 5-7, 9am-12pm; ages 8 and up, 1pm - 4pm. For additional information and sign-ups, please call 449-5215. (13 OCT)

Tradewinds Enlisted Club presents the 3rd Annual OKTOBERFEST on Fri Sept. 24 from 1700 to 2200 on the JR Rockers lanai. Great food and frothy beverages, traditional oom pah music! Cost is \$18, \$15/members, \$10/entertainment-only admission. All RANKS welcome, 18 and over encouraged. For more information, contact Alexis Ybarra at 448-2271 X221. (29 SEP)

Volunteer Opportunities: [\(back to top\)](#)

HOT! Volunteers Needed at the Kalaeloa Raceway Park (KRP)!! This is a fun opportunity to help out an Oahu business that is too good to pass up! Saturday, Sept. 25, RallyCross Event from 0700-1700 and Sunday, Sept. 26, Sand Drag Event from 0700-1400. Please contact Lt Elizabeth Brown if you would like to volunteer for Saturday or Sunday! Thanks! For more information, please check out <http://www.kalaeloaracewaypark.com/>. (29 SEP)

HOT! VOLUNTEERS NEEDED for the 2010 Aloha Festival Floral Parade for parade banner holders and parade route monitors on 25 Sept. 0730-1300. Rally point will be at the Ewa entrance of Ala Moana Park POC: Kimo Keawe 723-5276 office: 522-4500 ext 113 (29 SEP)

HOT! VOLUNTEERS NEEDED FOR FAMILY READINESS EVENT, 22 SEP, 1700-1900, Hale Aina Dining Facility. Looking for assistance with family assistants, registration, crafts, clean-up, photography. Call 449-0300 to volunteer. (29 SEP)

HOT! The Lokahi Giving project needs your help! Bring a group, come as you are, come alone or bring a friend even! Moving shelves, tables, and cabinets from A- American Self storage to Lokahi warehouse- Set up for Lokahi Holiday program Saturday, Sept. 25 0900 – 1300. Meet A- American Self Storage (kalihi) 1632 Kalihi Street Set up- Lokahi Distribution Center 760 Ilaniwai Street 2nd floor Bring your tools to lend a hand- screwdrivers, hand trucks, hammers and etc. If you have a truck that would really up us with moving small box items. Any questions, you can contact Mariellen Jones 375-0904 or Darryl 256-0994 (29 SEP)

NEW! Be an environmental hero and join Navy Region Hawaii, Joint Base Pearl Harbor- Hickam and the community for Make-A-Difference Day cleanup events in October, in partnership

with the City and County of Honolulu. Volunteer for about 2-3 hours on a Saturday morning to help our local neighborhoods by keeping our streams and streets clean and healthy. Activities can include picking up trash, removing weedy overgrowth and noxious weeds, planting, and some bulky debris removal. Supplies will be provided by the City's Adopt-a-Stream programs. Dress to get dirty. Wear covered shoes and sunscreen. For more info and to volunteer, contact: Grace Hew Len, Navy Region Hawaii Public Affairs Office, (808) 473-2926, grace.hewlen@navy.mil. (3 NOV)

NEW! Interested in volunteering for a great cause? The Paralyzed Veterans Organization along with Keiki O Ka Aina (non profit organization) are holding the 1st Annual Pumpkin Carving Festival to be held at the Neil Blaisdell Center on Oct. 24th. There will be different shifts volunteers could sign up for: 0500 (decoration setup), 0800 (assisting families in pumpkin carving), 1100 (assisting families in pumpkin carving), 1400 (assisting families and cleaning up), 1700 (assisting the corporate competition), and 1900 (cleaning up). This is a great way to know your community members, organizers as well as helping for a great cause. If you are interested in volunteering please call 843-2502. (27 OCT)

SUPPORT YOUR COMMUNITY! On Saturday, October 2nd, the 2nd Annual Making Strides Against Breast Cancer (MSABC) event at Richardson Field. The event educates and promotes breast cancer awareness; monies raised will go toward breast cancer services provided in Hawaii Pacific. 300 volunteers are needed; shifts begin as early as 4am (event starts at 8am) and end when the event is finished, around 11am. To volunteer, contact Kim (kim.ildefonso@cancer.org) at 432-9154 or TSgt Jeff Wurn (Jeffrey.Wurn@Hickam.af.mil) at 449-8679. (6 NOV)

Activity Day Volunteers needed at Aliamanu Middle School: Aliamanu Middle School is looking for volunteers to participate in a variety of activities with the students during the school's activity day. Activities include playing flag football, volleyball, basketball, and working on various crafts. This is a great volunteer opportunity to interact with the students and have some fun. The activity day will take place on 30 Sep from 1200-1415. Anyone interested in volunteering should contact Pam Strickler at pcncams@gmail.com or 421-4100 Ext. 227. (6 OCT)

Workshops/Classes: [\(back to top\)](#)

HOT! HONOR GUARD INITIAL TRAINING CLASS (27 SEP-1 OCT 2010): Hickam Honor Guard Team needs motivated Airmen who have passed their most recent Physical Fitness Test and are able to commit to 1 week a month for a 1-year contract period. Initial Training Class runs 27 SEP-1 OCT 2010 at Bldg 1723 from 0800-1700 daily. For more info, call SSgt Heather Funk or MSgt Michael Kormos at 448-0955. (29 SEP)

HOT! WORKSHOP FOR THE MODERN DAY GODDESS 24 Sep, 5-7 p.m. at the Makai Recreation Center. This workshop is designed to teach basic belly dance technique and form, while incorporating a core fitness workout. Cost is \$30 pre-registration until 20 September, and \$45 after the 20th. Participants will receive take-home supplies. For more information, call the MRC at 449-3354. (29 SEP)

NEW! FTAC Class 10-12 Enrollment - FTAC Class 10-12 (12 Oct - 22 Oct) is on-going. Please contact the First Term Airmen Center at 448-0195 or email 647FSS.FTAC@hickam.af.mil to enroll your Airmen for this FTAC class. (13 Oct)

Civilian Personnel Management Course. This five-day "facilitator-led" course on 25 to 29 Oct 10 from 0800 to 1600 is mandatory for first-level civilian and military supervisors of civilian employees. Class description and on-line registration are available at the CPF website ~

<https://hickam.eim.pacaf.af.mil/15AW/15MSG/15MSS/DPC/default.aspx>
<<https://hickam.eim.pacaf.af.mil/15AW/15MSG/15MSS/DPC/default.aspx>> . For further info, please call 449-0141. (27 OCT)

Office Surplus: ([back to top](#))

AVAILABLE FOR GOVERNMENT OFFICE USE ON HICKAM ONLY! NOT FOR PERSONAL USE. SEE 15 AW LEGAL OFFICE FOR MORE INFORMATION ON USE/ABUSE OF GOVERNMENT ASSETS

NEW! HP LASER JET 3800 PRINTER CARTRIDGES –PACAF Public Affairs has NEW, unopened HP Color Laser Jet 3800 printer cartridges FREE! 5 Yellow (#Q7582A), 5 Magenta (#Q7583A) and 4 Cyan (#Q7581A). Pick up at PACAF PA office room G-106. POC: TSgt McGovern at 448-3246 (matthew.mcgovern@hickam.af.mil) (6 OCT)

Base e-Notes Policy and submission requirements

Personnel submitting base eNotes are asked to limit notices to 3-4 lines and include no more than two POCs. Only properly-formatted eNotes will be posted.

eNotes will not advertise fundraisers. However, we will advertise events that are open to the all base members.

E-notes should be submitted to 15wg.pa@hickam.af.mil by 8 a.m. on Wednesdays in the body of an email. Please do not submit attachments.

15th Wing Public Affairs - DSN 449-1525; Comm (808) 449-1527; Fax: 449-1530. For the most up-to-date eNotes, visit the Hickam Web site at <http://www2.hickam.af.mil>.